

**YOLO COUNTY HOUSING
LEAD SENIOR MAINTENANCE WORKER
NON-EXEMPT**

LEAD SENIOR MAINTENANCE WORKER

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

Provide leadership and guidance to maintenance team assigned to division/department in the field and provide quality assurance that all work conducted at YCH properties are in compliance with YCH standards.

To perform skilled work in the maintenance, construction and repair of assigned housing units including electrical, plumbing, heating, water and sewer maintenance; as assigned, to perform preventive maintenance and Housing Quality Standards inspections; and to perform a variety of skilled work relative to assigned area of responsibility.

This is the full journey level class in the Maintenance Worker series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, and complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including performing technically complex or skilled maintenance duties and providing lead supervision over assigned staff. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Facilities Manager.

Exercises functional and technical supervision over assigned maintenance personnel.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Provide leadership and guidance to maintenance team assigned to division/department ensuring that all work conducted at YCH properties are in compliance with YCH standards.

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2. Provide field assistance guidance and direction to maintenance staff; inspect work sites to ensure compliance with departmental standards, in the areas of repair, cleaning and painting vacant dwelling units.
3. Assist the Facilities Manager with quality control issues, provide relevant reports and recommendations.
4. Coordinate with the Facilities Manager, on a daily basis, the assignments of the maintenance staff including scheduling and workflow for optimal efficiency. May assume the Supervisor role in the absence of the Facilities Manager.
5. Provides lead responsibilities to the Maintenance Worker I and II personnel by reviewing job requirements, assigning a variety of maintenance duties including but not exclusive to: cleaning, repairing and painting units; cleaning, repairing and replacing household appliances, stoves, water heaters, plumbing fixtures, carpeting, and flooring; reviews and controls quality of work.
6. Perform a variety of skilled building and grounds maintenance, repair, and installation duties in the areas of carpentry, electrical, plumbing, and mechanical maintenance.
7. Provide skilled services in the repair of electric equipment including stoves, ignitions, heaters, smoke alarms and related equipment; replace circuit breakers, switches, outlets, and fuses.
8. Perform skilled plumbing duties; repair and replace gas lines, pipes, kitchen sinks, garbage disposals and bathroom fixtures such as sinks, basins, faucets, toilets and water heaters; repair and clean outside sewer lines.
9. Perform skilled carpentry duties including repairing and replacing walls, sheetrock, roofs, doors, cabinets, shelving units, windows, screens, glass, and related fixtures.
10. Maintain, repair and replace heating and cooling devices and air systems.
11. Assist in developing work plans, procedures and schedules.
12. Requisition supplies and equipment for work projects; maintain records of purchase orders.
13. Perform locksmith duties; replace, repair and rekey locks.
14. Respond to questions from the tenants; direct complaints to appropriate YCH staff.
15. Operate a variety of tools, equipment and motorized vehicles.
16. Operate a computer to maintain YCH inventory control, input work orders, conduct YCH business-related internet searches and e-mail communication, order parts and supplies.

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17. Perform minor adjustments on service equipment; maintain tools and equipment in working order.
18. Maintain a variety of records including logs of daily activities.
19. Clean housing units and appliances.
20. As assigned, perform housing quality, preventive maintenance and move-in, move out unit inspections.
21. Required to be on stand-by on a rotational basis to handle any emergency after-hours calls. Must be available 24/7 for the duration of the stand-by period.
22. In accordance with Government Code 3100, perform the duties as disaster services workers as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
23. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
24. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
25. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, tools, materials, methods and practices of a building maintenance and grounds maintenance program.
- And ability to read and interpret blueprints, sketches, drawings, diagrams, maps, and technical training manuals.
- Performing journey level skilled work such as carpentry, plumbing, electrical, and heating repairs.

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- Operational characteristics of tools and materials used in building and grounds maintenance programs.
- Methods and techniques of conducting quality control inspections and the ability to follow HUD inspection protocols.
- Handling and application techniques for a variety of cleaning materials.
- Occupational health and safety practices.
- Principles of lead supervision and training.
- Principles and practices of safe work and safe driving.
- And the ability to learn, interpret and apply pertinent codes, rules, regulations, policies and procedures related to building maintenance, alterations and repairs.

Ability to:

- Provide leadership and guidance to facilities department staff in the field.
- Perform maintenance activities related to area of assignment using a variety of tools and equipment in performing journey level building and grounds maintenance duties.
- Perform manual work for extended periods of time in all types of weather.
- Communicate with co-workers and residents in a courteous and professional manner.
- Lead, organize and review the work of assigned maintenance staff.
- Plan and organize work to meet schedules and deadlines.
- Operate a personal computer using various applications such as e-mail for YCH communication, inventory control software, and maintenance work orders.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain effective working relationships with those contacted in the course of work.
- Respond to requests and inquiries from tenants and the public.
- Maintain confidentiality.
- Follow policy and adhere to procedures.

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- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience/Training:

- High School Diploma or GED **and**;
- Three plus years of journey level general maintenance or contracting experience. Journey or apprentice level certifications are preferred.
- Minimum of one year experience working in the position of Senior Maintenance Worker.

Physical Demands:

- Performs a variety of physical tasks including sitting, standing with movement, walking, bending/stooping, crawling, climbing, reaching above shoulder, reaching below shoulder, reaching at shoulder, crouching, kneeling, lifting, carrying and pushing and pulling; repetitive hand and foot motion; hearing and vision abilities in accordance with physical tasks. Working in confined spaces and ability to lift up to 50 pounds. Have manual dexterity to manipulate hand tools and maintenance equipment.
- Performs tasks in conditions that include work inside; work outside; wet; humid; noise/environment; chemicals; fumes; odors; dust; moving objects; slippery surfaces; safety equipment; special clothing; carpeted floors; linoleum floors or cement; cold (less than 50 degrees); heat (greater than 90 degrees); temperature change in accordance with physical tasks.
- Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the Human Resources.

Special Requirements:

- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.

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- Must be insurable by YCH insurance carriers.
- Must be able to be on stand-by on a rotational basis to handle any emergency after-hours calls.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Provide required proof of legal right to work in the United States.
- Employees in this classification will be required to pay monthly union dues.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification and Disaster Service Worker Training within their first year of employment.

Yolo County Housing is an equal opportunity employer.

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